



How to Become a Childcare Provider for CAPS

Child Care providers who care for children subsidized by DFCS have many [responsibilities](#).

Licensed, Registered and Exempt Programs

If you have a child care program that is already established, then contact your [local child care resource and referral agency \(R&R\)](#) and let the staff know that you have openings and are interested in providing care for children who receive subsidies from the Department of Family and Children Services.

The child care resource and referral (R&Rs) agencies exist to:

- ♥ **Strengthen, support and recruit** potential child care providers.
- ♥ Offer **professional development training**, curriculum and learning center **resources**, toy lending **libraries**,
- ♥ Provide **technical assistance**,
- ♥ Help providers who [include children with disabilities](#) in their programs;
- ♥ Operate a **telephone referral service for parents** in their areas to refer them to the licensed/registered programs in their areas.
- ♥ The R&Rs are **funded** by federal and state funds.

Individuals Planning to Open a Child Care Program

If you want to open a childcare center, group home or family childcare home, contact the Office of Regulatory Services, [Child Care Licensing](#).

The web site lists the state's rules and regulations; provides forms to download, etc. To speak with someone in Licensing, you may call 404-657-5562.

Georgia requires child care providers to attend training. The Resource and Referral agency can link you to the [training](#) that the state requires of all providers. Child care providers need to attend Basic First Aid, Child-Infant CPR training, etc. Workshops on starting a childcare business (i.e. taxes, insurance, bookkeeping, marketing) are offered.

In addition to the R&Rs there are other community-based training. All training events and locations are printed in the [Quarterly Statewide Training Calendar](#).

Many individuals who want to open a child care program are seeking **funds**. CAPS does not fund start up child care programs. The [Georgia Child Care Council](#) prepares a list of possible funding for child care programs.



Relatives, Neighbors or Friends Who Have Been Asked to Provide Care

Informal providers may be relatives or non-relatives who provide childcare. They are referred to as "informal" because they care for a strictly limited number of children for pay and are not legally required to be licensed or registered with the Office of Regulatory Services, Child Care Licensing.

Informal providers may care for only **one or two children** for pay. If the provider cares for three or more children, the provider must register with Child Care Licensing.

There are specific rules about which informal providers can care for the child in the child's home and which informal providers must care for the child in the provider's home. Only **relatives** may care for the child in the **child's home**.

Informal providers are enrolled at DFCS **after** the provider is selected by an eligible family. **DFCS does not maintain a list of individuals who want to become an informal provider or make referrals to informal providers.**

Income that is earned by informal providers who care for children subsidized by DFCS is reported to the Internal Revenue Services (IRS) each year. The **provider is responsible for paying taxes** on the income earned.

All informal providers must meet the following health and safety requirements:

- ♥ be at least 18 years of age;
- ♥ enroll with DFCS. Enrollment includes an annual face-to-face interview with the DFCS worker; presenting a Social Security Card and other form of identification, preferably picture ID; completing forms, and agreeing to be monitored for health and safety compliance.
- ♥ complete Criminal Records Check (CRC) requirements during initial enrollment;
- ♥ have a working smoke detector and fire extinguisher when care begins in the place where care is being provided;
- ♥ be monitored for health and safety compliance within six to eight weeks of initial enrollment with the county and thereafter as part of a 10% random sample group;
- ♥ attend eight hours of health and safety training during the first six months of each enrollment period (proof of training is requested during six month review).

The Child Care Certificate Links the Client, Provider and DFCS

When a family selects your program to provide care, you will receive a certificate from the DFCS office. The certificate specifies:

- ♥ The child for whom care is authorized;



- ♥ The date that subsidized care may begin;
- ♥ The authorized payment rate; and
- ♥ The family's assessed fees, etc.

Families usually pay a portion of the childcare fee to the child care provider. DFCS reimburses a portion of the **child care fee** to the provider up to the [state's maximum reimbursement rate](#). The state's maximum rates are based on the Child Care Market Rate Survey which is conducted bi-annually.

If the provider charges more than the state's maximum reimbursement rate, the family is responsible for paying the difference between the DFCS rate and the provider's charges to the provider.

To receive the reimbursement, providers who care for children authorized to receive DFCS subsidies **submit invoices** for the child care services the children have received.

Provider's Responsibilities

Child care programs that receive DFCS reimbursements for providing child care to eligible families should understand how the program works and what their responsibilities are.

The provider should understand

1. That the Department of Family and Children Services (DFCS) **client chooses the provider** to care for his/her child(ren).
2. **DFCS determines if a client is eligible** for childcare subsidized by DFCS.
3. When a DFCS client selects a provider, the selection **does not mean that there is a contract** between the provider and the Division of Family and Children Services (DFCS).
4. That there is nothing in the child care certificate that means that the provider, or any of the provider's employees or agents, is a partner, employee, or agency of the Department of Human Resources (DHR).
5. That the **DFCS rate and parent fee cannot exceed the state's maximum reimbursable rate**, as defined in DFCS policies.
6. That the client, the provider, or DFCS may terminate subsidized childcare services at any time for any reason. The termination may be effective immediately when the termination is received or when the child no longer participates in the provider's program, whichever comes first.

The provider is responsible for:



1. Providing healthy and safe childcare facilities and the essentials of daily living which are appropriate to the age and developmental level of the child.
2. Providing a daily program of care, education and other services appropriate to the age and developmental level of the child.
3. **Collecting the fee from the client** that the County Department assessed from the client.
4. Deducting that client's fee from the DFCS rate before billing the County Department for service provided to the DFCS client.
5. **Maintaining written daily attendance records** for children in care. Attendance records for the subsidized children should be kept for at least three years after the month that care was provided.
6. **Notifying** the county Department **on the day of the child's third consecutive absence**.
7. **Requesting payment only if the child attends care.** The provider must not bill DFCS for payment if the child did not attend at least one day during the negotiated service period.
8. **Requesting payment only for days that the program is open.** The provider must not to bill DFCS for payment for days when the child care program is not open to provide care for children, except legal holidays.
9. **Completing accurately and submitting**, within 15 calendar days of the end of previous service month, **the appropriate DFCS form(s) seeking payment for the child care services** supplied to DFCS clients.
10. **Allowing unlimited access to the program** and permitting the Department or its representative(s) to conduct unannounced visits as outlined in the Office of Regulatory Services book of Child Care Regulations.
11. Notifying DFCS if you change the amount you charge. The **notice should be given in writing at least 30 days before** the date the change becomes effective.
12. **Supplying reports or providing access to information** about the child care program as requested by the Department. This includes things such as attendance records, copies of operational policies and procedures, and verification of Social Security or Federal Identification Number.
13. **Charging the same rates to DFCS clients as it charges to other consumers and will provide documentation, if requested, to prove consistent rates.**



14. Advising any client receiving care subsidized by DFCS that the provider and the Department are independent entities.
 15. Ensuring that the program does not use DHR or DFCS as a sponsoring agency. The provider will not display the Department's name or logo in any manner without prior written approval. This includes notices, stationery, brochures, pamphlets, or the physical plant, etc., without prior written approval by DHR's Managing Programmatic Division/Office, the DHR Office of Public Affairs, and the Commissioner of DHR.
 14. **Posting a notice** in a prominent location in the facility advising clients that the provider is not affiliated with or an agent of the Department of Human Resources. The notice should also say that DHR in no way warrants the services rendered by the child care provider.
 15. Agreeing that the Department of Human Resources and its employees are not responsible for any action performed by the provider. DHR will be held harmless for any claim growing out of any action performed by the provider and its agents, employees, or any of its subcontractors.
 16. Complying with the rules & regulations of the [Office of Regulatory Services/Child Care Licensing](#) or the [Office of School Readiness](#).
 17. **Refunding all payments received if the provider fails to comply** with the Office of Regulatory Services or the Office of School Readiness rules and regulations. In addition, DHR will not be obligated to pay for child care services rendered to the client when the provider was not in compliance.
 18. Complying with [Title VI of the Civil Rights Act of 1964](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Americans with Disabilities Act of 1992](#), when care is provided in a center-based or group home setting. The provider will refund all payments received if not in compliance. DHR will not be obligated to pay for child care services rendered to the client when the provider was not in compliance.
 19. Complying with the [Health Insurance Portability and Accountability Act of 1996](#), Public Law 104-191. All child care providers who care for children subsidized by DFCS must complete and submit the "Business Associate Agreement." Non-MAXSTAR® providers should submit the form to the county DFCS office. [For county DFCS addresses, click here](#).
- Providers paid by MAXIMUS, Inc. the agency contracted to issue payments on behalf of DFCS should submit the form to [MAXIMUS](#).
20. Agreeing, in writing, that **violations of any of these provisions may result in the immediate termination of all child care Certificates.**



Dismissing Providers from the CAPS Program

Caregivers will be dismissed from providing services to clients subsidized by DFCS when:

1. **Maltreatment is substantiated** by Child Care Licensing, Child Protective Services, Office of School Readiness, or other legally empowered authorities;
 2. **The license, commission, or registration is revoked** by Child Care Licensing or the Office of School Readiness;
 3. An informal provider is **out of compliance** with health and safety requirements or training requirements.
 4. The provider **fails to submit documentation for the provider files**, invoices or other required documentation in a timely manner;
 5. The provider **fails to cooperate with an investigation** by the [Office of Investigative Services](#);
 6. The provider **refuses to comply with a claims agreement**; or
- The provider violates CAPS policies that lead to provider dismissal.**

Contact Information

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